



TOWN OF LOS GATOS

RJ BRYANT SERVICE CENTER
41 MILES AVENUE
LOS GATOS, CA 95030

TRANSPORTATION & PARKING COMMISSION

THURSDAY, SEPTEMBER 10, 2015
7:30 AM - REGULAR MEETING

AGENDA

1. MEETING CALLED TO ORDER
2. ROLL CALL
3. APPROVAL OF THE MEETING MINUTES
 - A. August 13, 2015 (Attachment 1)
4. VERBAL COMMUNICATIONS
 - A. Public Speakers (*Three minute time limit per speaker for subjects not agendized.*)
 - B. Commissioners (information only, not for discussion)
5. COMMISSION MATTERS
 - A. Chairperson Report
 - B. Board and Commission Adopted Priorities
List of Priorities
 1. Traffic: Investigate ways to deal with "cut through" traffic from Highway 17 and downtown gridlock
 2. Parking: Coordinate with Town Council Ad Hoc committee on plans for parking garage
 3. Electric vehicles: Deploy additional stations and expand existing locations
 4. Safety: Encourage Town Council adoption of Vision Zero
 5. Schools: Traffic around Schools
 6. Technology: Investigate new parking efficiency technologies
 7. Efficiency: Maximize use of grants and outside funding sources for all projects
 - C. Town Council Priorities (Attachment 2)
6. DEPARTMENT MATTERS/ITEMS FOR INFORMATION
 - A. PD Update
 - B. PPW Director's Report

- C. Transportation & Parking Projects Update FY 2015-16
(items covered as time allows)

7. **COMMISSION/COMMITTEE MEETING REPORTS**

- A. Town BPAC (Commissioner Ristow)
- B. Safe Routes to Schools (Commissioner Ladd)
- C. VTA BPAC (Commissioner Hertan)

8. **ADJOURNMENT**

Next Regular Meeting: Thursday, October 8, 2015.

Attachments:

- 1. Minutes of Regular Meeting – August 13, 2015
- 2. Council Priorities

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Parks and Public Works Department at (408) 399-5770. Notification 48 hours before the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting. [29 CFR § 35.102-35.104]



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TRANSPORTATION & PARKING COMMISSION

THURSDAY, AUGUST 13, 2015
7:30 A.M. REGULAR MEETING

MINUTES

1. MEETING CALLED TO ORDER

The Transportation and Parking Commission Regular Meeting was called to order at 7:35 a.m. by **Chair Calise**.

2. ROLL CALL

Present: **Commissioner** Robert Buxton, **Chair** Mike Calise, **Commissioner** Natalie Ladd, **Commissioner** Maria Ristow, **Commissioner** Morgan Slain, **Vice-Chair** Ed Stahl and **Commissioner** Chris Tanimoto

Staff: Matt Morley Director - PPW
J.R. Langer Lieutenant - Police Department
Kalipo Kauweloia Sergeant - Police Department

Guests: Peter Hertan Town BPAC Member
Dan Neault Town Resident
Campbell Scott Town Resident
Daniel Snyder Town Resident

3. APPROVAL OF THE JULY 9, 2015 MINUTES - REGULAR MEETING

MOTION: **Vice-Chair Stahl** motioned to approve the minutes for the July 9th Regular Meeting.

Seconded by Commissioner Buxton.

VOTE: **AYE: 7 NAY: 0 ABSENT: 0**

4. VERBAL COMMUNICATIONS

(Three minute time limit per speaker for subjects not agendized.)

A. Public Speakers

Public Speaker Daniel Snyder from 125 Boyer Lane spoke regarding green bike lanes on Blossom Hill Road and Roberts Road. Commissioners asked questions of speaker and commented on his issue. It was reported that the next Safe Routes to School meeting would be August 19th at the Police Operations Building.

B. Commissioners (information only, not for discussion)

Commissioner Tanimoto reported on a conversation he had with the Chamber of Commerce's Zak Marks regarding the status of the crosswalk flags project. He also made a comment that school traffic would start up again next week. **Commissioner Buxton** stated he had a survey from VTA Envision Silicon Valley that he would send to Clerk Hawkins for Commission distribution. **Commissioner Slain** informed the Commission there was a new principal at Los Gatos High School. **Commissioner Ristow** stated that the interim principal stated that only Seniors would be getting parking passes. She would send the High School email to Clerk Hawkins for Commission distribution. **Commissioner Ristow** also commented on Willow Glen's road diet being dropped from San Jose's Vision Zero program.

5. COMMISSION MATTERS**A. Chairperson Report**

Chair Calise reminded the Commission to be productive and efficient at this meeting. He also stated that the Commission had previously discussed and worked on the Hwy 17 cut-through traffic issue.

B. Cut-Through Traffic**1. Staff Update – PD and PPW**

Public members were present and provided comments on cut-through traffic. Parks and Public Works Director Morley reported on what staff was doing to address the cut-through traffic issue.

- Points of emphasis
 - Not a new problem
 - Short term mitigation, mid-term relief, long term solutions
 - Full elimination of cut-through traffic is NOT possible
- Advisory Signage provided through changeable message signs at four locations with the goal of providing travelers the most direct route to the freeway
 - Winchester Boulevard prior to Lark Avenue directing traffic back onto the freeway
 - Los Gatos Boulevard prior to Lark Avenue directing traffic back onto the freeway
 - North Santa Cruz Avenue prior to Highway 9
 - Los Gatos Boulevard prior to Highway 9
- Data Collection through deployed traffic counters
 - Comparison data will show where vehicle loads change on the weekends and where vehicles are coming from and going to, allowing for data driven solutions
 - This is a major point of interest for CALTRANS in moving forward discussions with that organization

- Hired a Traffic Consultant
 - Reviewing data
 - Conducting Field observations
 - Providing recommendations for the short term and long term
- Coordinating possible solutions with VTA and CALTRANS
 - Ongoing discussions with for long term solutions.
 - Partnership approach
- Conversation with WAZE on deprioritizing impacted residential streets
 - Targeting a partnership conversation. Avoiding adversarial approach.
- Adjusting signal timing
 - Provides information for future adjustments to infrastructure
- PD manual control of Santa Cruz Avenue and Main Street intersection
 - Provides information on how different timing affects surrounding streets
- Closure of local street access – Tait Avenue and Massol Avenue
 - Temporary solution to provide information on what the resulting impact might be on other streets
- Increased PD presence and activity in support of engineering efforts
 - PD support allows for changes on the fly and allows PPW staff to review for effectiveness
 - Cite for vehicles not adhering to traffic laws
 - Ensure public safety
 - Not a sustainable model due to staff resource limitations
- Lt. Langer reported longer response times due to the impacted traffic.
- Sgt. Kauweloia stated that a taskforce (internal staff) was collaborating and are meeting on a weekly basis with regards to the cut-through traffic issue.

Ongoing reports on these efforts occur at every Council meeting. Staff is targeting Labor Day as a big traffic weekend and a weekend to have significant more modifications in place.

Items 2 – 5 were discussed during the Staff Update above

2. Pattern Observations and Hot Spots
3. App Data – What does WAZE tell drivers to do?
4. Caltrans Involvement
5. Other ideas

C. Downtown Parking

Director Morley reviewed and reported on the Downtown Parking Town Council Ad Hoc Committee Report (attachment 2).

D. Parking for Driving, Conveniencwnt Places, in Palo Alto

Director Morley provided a summary on this Palo Alto meeting.

E. Creating LG Weekly Q & A column

Commissioner Ristow contacted Los Gatos Weekly Times regarding outreach efforts with starting a Transportation column.

6. DEPARTMENT MATTERS/ ITEMS FOR INFORMATION**A. PD Update**

Previously discussed in item 5.B #1.

B. PPW Director's Report

Previously discussed in item 5.B #1.

C. Transportation & Parking Projects Update FY 2015 – 2016

Director Morley provided a project update on: Shannon Road, Los Gatos Boulevard/Winchester Boulevard, and the Annual Street Resurfacing Project.

7. COMMISSION/ COMMITTEE MEETING REPORTS**A. Town Bicycle & Pedestrian Advisory Commission**

Commissioner Ristow reported that a grant for the BPAC Master Plan had been received. The next meeting would be October 1, 2015.

B. Safe Routes to Schools

Commissioner Ristow stated there was no new update. The next meeting would be on August 19th.

C. VTa BPAC

Peter Hertan stated the following items were discussed at the August 12th meeting:

1. VTA BPAC RFP Master Plan
2. MTC – Congestion Management
3. Envision Silicon Valley
4. Guidelines on Striping bike lanes near bus stops

8. ADJOURNMENT

MOTION: **Vice-Chair Stahl** motioned for the adjournment of this meeting at 9:40 a.m.
Seconded: Commissioner Buxton.

VOTE: **AYE: 7 NAY: 0 ABSENT: 0**

Next Regular Meeting: Thursday, September 10, 2015 at 7:30 a.m.

***FINAL APPROVED MINUTES WILL BE AVAILABLE ON THE TOWN'S WEBSITE
AFTER THE NEXT REGULAR MEETING, Thursday, September 10, 2015.***

**PROPOSED 2015 -2017 STRATEGIC GOALS
ORGANIZED BY VOTE TALLY FROM 8-18-15 TOWN COUNCIL MEETING**

5 VOTES

- **Expand smoking restrictions to multi-family housing and outdoor seating areas, and/or consider tobacco retailer permitting**
TAO and Police and Youth Commission. This item can be absorbed within the current work plan.
- **Identify funding for repaving all Almond Grove streets.**
PPW. In Progress. 75% complete; Scheduled for the September 15, 2015 Council meeting.
- **Transportation Around Schools –**
 - **Conduct transportation study around schools (current Strategic Goal).**
PPW. Outcome will result in recommendations with costs. Status: currently establishing scope for an already funded study. Kickoff scheduled for October 2015.
 - **Transportation Demand Management Plans for Schools (and private development).**
PPW. This item could be included in the evaluation of the above item and relies on schools to implement. If recommended in the study, this item will begin in February 2016. Cost: \$25,000 per school.
 - **Work with high school to reduce students' use of cars; address high school's parking and traffic issues.**
PPW & Police. This item can be absorbed within the current work plan and relies on high school cooperation. Kickoff – April 2016.
 - **Create a Bicycle and Pedestrian Master Plan.**
PPW. In progress. 5% complete \$40,000 grant pending Town acceptance and \$40,000 unfunded. Staff is exploring funding options.
- **Downtown Parking**
 - **Explore parking garage at Main/Lyndon without public cash outlay and with inclusion of below market price housing. *Phase 1***
PPW & TMO. In Progress. 10% complete. This item is in the current work plan.
 - **Add two parking garages Downtown. *Phase 2b***
PPW. Project scheduled to begin in June 2016 following results of Request for Information for the above item. This item will require funding for staff to provide management (Estimated at \$180,000).
 - **Review options to enhance parking in the Downtown. *Phase 2a***
PPW. Conduct full assessment with consultant (estimated budget add of \$100,000 +) and \$35,000 for staff resources. Project scheduled to begin August 2016.

5 VOTES (cont'd)

- **Revise Town Code with respect to parking, with an eye toward allowing valet parking without a Conditional Use Permit and other changes**
TMO, CDD, and TAO. Valet parking modifications are in progress. A comprehensive update of parking requirements would require consultant assistance (estimated \$15,000 to \$50,000) to evaluate the Town's existing requirements and recommend modifications to reflect current best practices.

4 VOTES

- **Adopt enhanced Water/Drought regulations and/or ordinances**
PPW. In Progress. 75% complete. This item is in the current work plan.
- **Traffic**
 - **Address cut through traffic**
PPW and Police. In Progress. 5% complete. Phase 1 analysis expected December 2015; phase 2 planning proposed to begin December 2015. Estimated costs over a 3 to 10 year horizon include specific capital projects: \$75,000 to \$5M+ and staff resource costs: \$10,000 to \$500,000.
 - **Review options for traffic mitigation through the Downtown and neighborhoods.**
Same as above.
- **Get private shuttles to make regular and practical circuits of the Town**
PPW. Estimated budget add of \$50,000 for staff resources. This project can be scheduled to begin in January 2016.
- **Explore and present funding mechanisms to provide ongoing funding for street maintenance**
TMO, FIN, and PPW. In progress. This item is scheduled for the September 15, 2015 Council meeting.
- **Increase use of social media to better communicate with our residents**
Library and All Departments. In Progress. Council consideration on September 1, 2015. This item can be absorbed within the current work plan.
- **Digitize Town Records**
TMO/Clerk Administrator. 20% complete. A new staff position (records manager) or consultant would be needed. In lieu of a dedicated staff position or consultant, current staff would need to redistribute and reprioritize the daily workload. Project will take approximately 6 to 18 months to complete depending on staffing. Estimated costs: \$60,000-\$70,000.

3 VOTES

- **Conduct a review the annual Community Grant process and provide recommendations for administrative and funding improvements**
TMO. In progress. This item is in the current work plan.
- **Develop an Economic Vitality strategic plan to evaluate opportunities that allow the Town to enhance vibrancy and attract residents and visitors to shop, dine & stay**
TMO. Workload – High. Propose to hire a consultant to assist in the development of a Town-wide Economic Vitality strategic plan (estimated cost \$20,000 to \$50,000). Consultant/strategic planning process could be completed by end of calendar year with Council consideration in early FY 2016-17.
- **Evaluate and make necessary changes to Town policies to encourage mom and pop businesses to innovate their business plans/models**
TMO and CDD. Workload – Medium. This item should be incorporated into the Economic Vitality Plan.
- **Close Downtown streets four times per year for festivals, street dances, car shows, Oktoberfest, etc.**
TMO, PPW, and Police. This topic can be considered with Special Events Permit policy evaluation by the Council Policy Committee and as individual Special Events Permits are submitted for review.
- **Redo Downtown streetscape to make Downtown more user friendly and less frantic**
PPW (Transportation). Workload –High. Estimated budget add: \$250,000 to \$1M for a consultant and \$25,000 to \$100,000 for staff resources. With funding, this project can begin in August 2016. Implementation costs undefined until after consultant's work.
- **Consider the implementation of parklets within the Downtown**
PPW. Workload –Medium. Estimated budget add for staff resources: \$25,000. No planned use of Town funding for construction costs.
- **Create a Town contracts tickler**
TMO/Clerk Administrator. Project will take 1 to 2 months at current staffing levels.
- **Add more Green Bike Lanes and explore options for making the Town more bike friendly**
PPW. Workload – Medium. Estimated budget add: Capital funding \$100,000 to \$1M and staff resources \$50,000.

2 VOTES

- Consider repeal/revision of AHOZ ordinance
- Evaluate and make necessary changes to Town policies to encourage mom and pop businesses to innovate their business plans/models
- Explore smart signal light technologies and re-timing of traffic signals

1 VOTE

- Consider converting AHOZ Design Guidelines to "Multiple Family Residential" Guidelines
- Sign Ordinance—could range from education and enforcement to review of and revisions to standards to rewrite of entire ordinance
- Revise policies on Below Market Price units
- Expand newsrack ordinance Town-wide
- Establish Council term limits
- Combined items regarding fiscal assessment:
 - Conduct a Library department fiscal assessment of services
 - Conduct a Police department fiscal assessment of services
 - Discover real solutions to Los Gatos structural deficit issues
 - Review and consider new major revenue sources

NO VOTES

- Implement specific measures for our Sustainability Plan
- Turn the corner of Lark and Winchester into a pocket park
- Regulate Food Trucks
- Develop Police Department conflict of interest policies
- Establish annual board and commission retreats and/or planning sessions with Council to review and confirm work plans, goals, and priorities
- Establish a small business support program
- Conduct a user fee study
- Consideration of school transportation services, funding and impacts
- Enhance Safe Routes to Schools for all Los Gatos students, including those in districts other than LGUSD
- Create a Bicycle and Pedestrian Master Plan
- Add more charging stations
- Explore opportunities for energy improvements/cost savings in Town infrastructure
- Eliminate noise (compressor) in Pageant Park
- Close Downtown streets four times per year for festivals, street dances, car shows, Oktoberfest, etc.
- Explore options to work with the Beautification Committee to designate a Town tree and/or plant
- Have the Police Department Chief report to Council